

**Town of New Fairfield
Permanent Building Committee
4 Brush Hill Road
New Fairfield, CT 06812**

MINUTES

Regular Meeting

**Tuesday, January 28, 2020
New Fairfield High School Training Room
54 Gillotti Road, New Fairfield, CT**

Members Present: Mike Del Monaco (Vice Chair), Ann Brown, Anthony Yorio (Alternate)

Members Absent: Don Kellogg, Dominic Ricci (Alternate), Ed Bordone (Alternate)

Others Present: Pat Del Monaco (First Selectman), Paul Boniello (PBC Candidate), Phil Ross (BOE Director of Buildings and Grounds), Tony Iadarola (Town Engineer), Charles Warrington (Director of Project Management, Colliers Int'l. Project Leaders), Scott Pellman (Senior Project Manager, Colliers Int'l. Project Leaders), Peter Bachmann (Principal, JCJ Architecture), Christine O'Hare (Project Manager, JCJ Architecture), Rich Sanzo (BOE Director of Business and Operations)

Call to order

A quorum being present, Vice Chairperson Del Monaco called the meeting to order at 7:38 p.m.

Opening Public Comment and Participation

None.

Correspondence and Announcements

None.

Approval of Minutes

Mr. Del Monaco moved that the minutes of the Committee's regular meeting of January 14, 2020 be approved as circulated; Mr. Yorio seconded. The motion was carried unanimously (3-0-0).

Old Business

• **School Projects**

- **Contracts** – Mr. Warrington reported that the legal review of contracts for JCJ Architecture and Colliers Project Leaders is ongoing. He anticipates that the review will be completed in time for the PBC to consider approval of the contracts at the February 11th meeting. He will ask the Town's attorney to contact Mr. Del Monaco when the legal review is completed, and will then forward the contracts (in portable document format) to Committee members for their consideration.
- **OSCG&R Kick-off Meeting January 29, 2020** – Mr. Del Monaco asked whether PBC participation would be necessary at the kick-off meeting. Mr. Warrington responded that, while Committee participation would be welcome, it was not critical at this meeting. Both Dr. Cosentino and Dr. Sanzo will be in attendance, in addition to representatives from Colliers. He suggested that Committee participation would be more valuable at the more

in-depth design development review with OSCG&R, which is currently scheduled for October 15, 2020.

- **Town Buildings Inspections**

The PBC is obliged to report its findings regarding the present state of repair of all public buildings to the Board of Selectmen in January each year, and to make such recommendations as it may deem necessary for alterations or repairs to such buildings. This report informs development of the Town's capital budget. Mr. Del Monaco reported that Mr. Kellogg is endeavoring to obtain information from former Chairperson Martignetti regarding the inspections he conducted while serving on the Committee. Mr. Del Monaco confirmed that he himself had also performed some inspections, and had copied his findings (originally sent to Mr. Martignetti) to First Selectman Del Monaco. Mr. Kellogg has also contacted Lloyd Decker, Department of Public Works Building Manager, to schedule the remaining inspections. First Selectman Del Monaco will contact Mr. Decker in order to expedite the outstanding inspections by the Committee.

- **Other Old Business**

None.

New Business

- **School Projects**

- **Commissioning Agent (CxA) RFQ/RFP** – Mr. Pellman having distributed a draft RFQ/RFP on January 23rd, and the Committee having reviewed it, Mr. Del Monaco moved that the Committee accept the proposed RFQ/RFP for Commissioning Services, to be advertised on Thursday, January 30, 2020. Mr. Yorio seconded the motion. The motion was approved unanimously (3-0-0).

The Committee discussed whether Colliers should be permitted to propose for Commissioning Agent. Committee consensus was that CxA responsibilities should be kept segregated from the responsibilities of the Owner's Project Manager (OPM). To that end, Mr. Del Monaco moved that the Committee not accept a proposal for Commissioning Services from Colliers Project Leaders. Mr. Yorio seconded the motion. The motion was approved unanimously (3-0-0).

CxA proposals will be due by February 21, 2020, enabling the Committee to shortlist candidates at the February 25, 2020 meeting.

- **Project Delivery Method/Construction Manager RFQ Process** – Mr. Warrington set forth the project delivery options available to the Committee:
 - 1) General Contractor – does not provide pre-construction services; not open book accounting; not advisable for complex phasing or projects that are owner-occupied during construction. Not recommended.
 - 2) Construction Manager as Advisor – owner responsible for all individual trade contracts/requisitions; limited CM "investment"; primarily consultative role. Not recommended.
 - 3) CM at Risk, with guaranteed maximum price amendment – includes pre-construction services; specifies general conditions (including personnel); upon bidding CM presents GMP amendment based on construction documents (including summary of all bid packages); open book accounting; includes CM contingency that

covers scope gaps, schedule accelerations/modifications, and phasing modifications; unused contingency funds returned to owner at project completion.

- 4) CM with Fee – includes pre-construction services; specifies general conditions (including personnel); provides a Control Estimate of construction costs; does not guarantee price for work in construction documents; CM has limited risk; no CM contingency or held allowance; missed scope gaps between trades funded through owner's contingency; owner retains control over contingencies.

Mr. Warrington distributed a Project Delivery Matrix that delineated these and many other features of the various delivery methods. Committee consensus favored CM with Fee, as with that method the Town would retain control over contingency expenditures. Mr. Warrington emphasized that, as pre-construction services are identical under both CM at Risk w/GMP and CM w/Fee, it would not be difficult to add a GMP amendment to the CM's contract if it emerged during the design phase that would be desirable. He reminded the Committee that, even should they hire one CM firm, separate contracts will be necessary for the two projects.

Colliers will send a draft CM RFQ to the Committee for their consideration by Friday, February 7, 2020. The Committee will make a decision regarding project delivery method at the February 11, 2020 meeting. Colliers proposes advertising the RFQ on Thursday, February 13, 2020.

- **Architect Draft Schedule of Stakeholder Meetings** – Ms. O'Hare distributed a draft schedule of preliminary programming meetings with project stakeholders. Committee members added some departments to the list. JCJ proposes conducting the first round of meetings for the High School project on February 5th and 10th; meetings for the CELA project will take place on February 12th and 13th. Meetings with involved Town commissions, departments and officials will be scheduled later in the month.

- **Committee Composition Discussion**

Mr. Del Monaco observed that the PBC still needs to recruit new members and appoint a new chairperson. He introduced Paul Boniello, who has submitted a letter of intent to join the Committee to the Board of Selectmen. Mr. Boniello is an experienced construction manager.

- **Other New Business**

None.

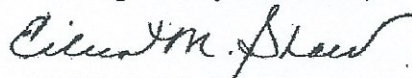
Closing Public Comment

None.

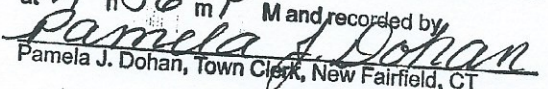
Adjournment

Mr. Del Monaco moved to adjourn the meeting at 9:07 p.m.; Mr. Yorio seconded. The motion was carried unanimously (3-0-0).

Respectfully submitted,



Eileen M. Shaw
Recording Secretary

Received for Record **JAN 30 2020**
at 4 h 56 m P M and recorded by

Pamela J. Dohan, Town Clerk, New Fairfield, CT